

Instructions for Special Needs Route Description (R-17)

A trip exists when all of the students loaded at the assigned stops for that trip are unloaded at their school(s) or when all of the assigned students loaded at the school(s) are unloaded at the assigned stops for that trip. Stops made while the bus is traveling between schools to load or unload students must be counted as part of the original trip. Complete one form for the morning and afternoon trips. A separate form for the morning and afternoon trips will be completed if most of the students transported in the afternoon are different from those transported in the morning. If a bus transports some of its students to home or school at mid-day, record the miles under the mid-day trip on the same form. A different route description is required when the bus takes students home or to school at mid-day who ride other buses on the morning or afternoon trips.

A bus driver must run all trips in their entirety when recording the odometer readings and times for the route descriptions. Tenths of a mile, if available, must be included when recording the odometer readings.

Bus Number: State Department of Education's bus number painted on the bus

Bus Capacity: The number of seating spaces on the bus plus the number of wheelchair spaces

Driver: Regular driver assigned to this trip

Trip Number: This number will consist of three sections, first section will be **SN** for special needs, second section will be any number not assigned to another trip, third section will indicate the order of trips for this bus (**1** for first trip in the morning or afternoon, **2** for the second trip in the morning or afternoon, etc.)

Amended Route Description: Check if this route description is replacing a route description that has already been submitted to the Department of Education's County Supervisor of Transportation

District: The school district where the bus is assigned by the Department of Education's County Supervisor of Transportation

Assigned School: The school where the bus is assigned

Parking Location During School Day: The location where this bus is parked during the school day before running its afternoon trips. List all locations if the bus does not remain at one location during the day- Drivers taking their bus home or other approved location during the school day must record the trip as an **Other Programs Mid-day Trip on an R-16, Non Special Needs Route Description**, form.

Load: Seats: The number of students occupying seats, **Wheelchair:** The number of students occupying wheelchair spaces

Date: Record the date this route description is completed if it is the first route description for the school year. Amended route descriptions must record the date the changes are implemented.

Description of Route: Record a description of how the bus runs the route from the first stop, excluding the stops, for a route taking students to and from their residence or other approved location. Routes that transport students from one school to another school must begin and end at the schools. A description of how the route is run in the afternoon is needed if there are any changes from the morning route.

Special Needs Morning Trip Time and Odometer Readings

Line 1 **Overnight Parking Location:** Record the departure time and odometer reading where the bus is parked overnight if this is the first morning trip or the only morning trip.

Line 2 **Last School On Previous Trip:** Record the odometer reading and the time the bus leaves the last school on the previous trip if this is not the first trip in the morning. (Time and Odometer Reading should be recorded on line 1 or line 2, not both.)

Line 3 **First Stop on This AM Trip:** Record the time and odometer reading at the stop where the first student is loaded. Do not record the driver's house as the first stop if the driver's child is an eligible student but would normally ride another bus if his/her parent were not driving this bus.

Line 4 **Arrive Last School on This Trip:** Record the arrival time and odometer reading at the school where the last student on this trip is unloaded.

Line 5 **Parking Location During School Day:** Record the time and odometer reading at the location where the bus is parked during the school day before it runs a midday or afternoon trip. Do not record the time and odometer reading on this line if this is not the last trip in the morning.

Line 6 **Totals For This Trip:** If this is the only morning trip: Line 5 minus Line 1= Total Minutes and Miles For This Trip

If this is the first trip and another morning trip follows this trip: Line 4 minus Line 1= Total Minutes and Miles For This Trip

If this is not the first trip and another trip follows this trip: Line 4 minus Line 2= Total Minutes and Miles For This Trip

If this is not the first trip and it is the last trip in the morning: Line 5 minus Line 2= Total Minutes and Miles For This Trip

Midday Trip Times and Odometer Readings

- Line 1 **Parking Location During School Day Before Midday Trip:** Record the departure time and odometer reading at the location where the bus is parked during the school day before it runs a midday trip. The recorded time should be the actual time that it takes to drive to the first school from this location without more than 2 minutes of waiting time for the students to be dismissed.
- Line 2 **First Stop or School After Leaving Parking Location:** Record the time and odometer reading at the first stop if this trip is transporting students from home to school. Record the arrival time and odometer reading at the school where the students are loaded if this trip is taking students from school to home. Arrival time is no more than two minutes before the students are ready to load. Record the time and odometer reading at the first driver's house if this midday trip is taking other drivers home or to other locations. Record the arrival time and odometer reading at the first school where students are loaded if this trip transports students from one school to another school or approved location.
- Line 3 **Last Stop or School on This Trip:** If this trip transports students from their residence to the school, record the time and odometer reading at the school where they are unloaded. If this trip is transporting students from school to their residence, record the time and odometer reading where the last student is unloaded. Drivers taking their bus home or other approved location during the school day will record the time and odometer reading at this location.
- Line 4 **Parking Location During School Day After This Trip:** Record the arrival time and odometer reading at the location where the bus is parked after this midday trip is completed. Drivers who have taken buses home during the school day will record the first school for their afternoon or next mid-day trip if they do not return to the location where buses without mid-day trips are parked. They will record the time and odometer reading at the location where buses without mid-day trips are parked if they return to this location before going on their afternoon or next mid-day trip.
- Line 5 **Total Miles For This Trip:** Line 4 minus Line 1= Total Miles For This Trip
*When the driver of a vocational or other programs trip remains at the vocational or other programs location for a period of time that does not qualify him/her to receive pay as a bus driver, record on Line 5 the amount of qualified bus driving time.

Special Needs Afternoon Trip Times and Odometer Readings

- Line 1 **Parking Location During School Day:** Record the departure time and odometer reading for the first afternoon trip at the location where the buses without mid-day trips are parked. If the bus does not return to the location where buses without mid-day trips are parked before going on the first afternoon trip, record the arrival time and odometer at the first school where students are loaded for the first afternoon trip. The recorded time must be the actual time the bus will depart in order to arrive at the first school without any more than 2 minutes of waiting time for the school to dismiss.
- Line 2 **Arrive AT First School On This PM Trip:** Record the time and odometer reading when the bus arrives at the first school where students are loaded on this trip.
- Line 3 **Leave First School On This PM Trip:** Record the time and odometer reading when the bus leaves the first school on this PM trip.
- Line 4 **Last Stop On This Trip:** Record the time and odometer reading at the stop where the last student is unloaded on this trip. Do not record the driver's house as the last stop if the driver's child is an eligible student but would normally ride another bus if his/her parent was not driving this bus.
- Line 5 **First School On The Next Trip:** Record the arrival time and odometer reading at the first school on the next trip. Do not record anything on this line if this bus does not have another trip after this one.
- Line 6 **Overnight Parking Location:** Record the arrival time and odometer reading where the bus is parked overnight. Do not record anything on this line if there is another trip after this one. (Time and odometer reading should be recorded on line 5 or line 6, not both)
- Line 7 **Total Miles For This Trip:** If this is the only afternoon trip: Line 6 minus Line 1= Total Minutes and Miles For This Trip
If this is the first trip and there is another trip after this one: Line 5 minus Line 1= Total Minutes and Miles For This Trip
If this is not the first trip and there is another trip after this one: Line 5 minus Line 2= Total Minutes and Miles For This Trip
If this is not the first trip and it is the last trip in the afternoon: Line 6 minus Line 2= Total Minutes and Miles For This Trip

Funding For Miles On This Trip

- Line 1 **State Funded Miles:** Total miles for trips funded by the Department of Education, morning and afternoon special needs route trips, mid-day kindergarten and child development special needs trips, and trips approved by the Department of Education for other programs
- Line 2 **District Funded Miles:** Total miles for trips funded by the school district
- Line 3 **Total Miles This Trip:** Total State Funded Miles and District Funded Miles, this is also the total for the total miles on the morning, afternoon, and mid-day trips on this route description
- Line 4 **School Days Remaining In Year:** The number of school days remaining in the present school year. This number will be 180 if this is the first route description submitted for this route for this school year and this route has been run since the first school day. Amended route descriptions must record the number of days remaining after the changes are implemented.

Shuttle Bus Information

Record times, locations, and bus numbers that are involved in the transfer of students from one bus to another for the purpose of shuttling. Students received from another bus at a shuttle location must have their names listed in this section. Buses transferring a student to a shuttle bus can record information in the Student Inventory section under the Special Requirements For Student column.

Student Inventory

- Bus Stop:** The order of loading the students in the morning. Use the same number for each student when more than one is loaded at the same stop. Students who ride the bus only in the afternoon should be recorded in the order they are unloaded.
- Student:** Record the student's name in this column. A student must be recorded in this column only if this bus transports the student to or from his residence or other approved location. Do not record the student in this column if the student is being shuttled between a shuttle point and his/her school. The shuttle bus will record in the Shuttle Bus Information section the students who ride another bus from their residence to the shuttle point. A student will be recorded on two route descriptions when he/she rides a different bus home from the bus that transported him/her to school that morning. The bus transporting the student in the morning will record **Not Riding** in the PM Time School column. The bus transporting the student home will record **Not Riding** in the AM Time Home column. Place the student in the order he/she is unloaded.
- School:** The school the student attends
- Special Needs Classification:** Record the special needs classification(s) recorded on the student's IEP.
- AM Time Home:** Record the time the student is loaded at home or other approved location in the morning. Record **Not Riding** if the student does not ride in the morning but rides in the afternoon.
- AM Time School:** Record the time the student is unloaded at the school he/she attends. The bus that loaded the student at his/her residence will record the school time on its route description when a student is transported from a shuttle point to his/her school by another bus. Obtain the time from the shuttle bus driver.
- PM Time School:** Record the time the student is loaded at his/her assigned school to go home, not the school's dismissal time. This time must be recorded on the route description of the bus that takes the student to his/her residence or other approved location in the afternoon. Obtain the loading time at school from the shuttle bus driver if the student is shuttled to another location.
- PM Time Home:** Record the time the student is unloaded at home or other approved location in the afternoon.
- Special Requirements For Student:** Record any information that is needed for the transportation of the student. Examples: WC for wheelchair students, AID for students who require an aid, CARSEAT for a student needing a carseat, record shuttle bus numbers and shuttle bus transfer points and times, record the afternoon address if the student is unloaded at a different location from the morning loading location.

This Section Is Not Required By The Department Of Education

- Student's Date of Birth:** Record the student's date of birth.
- Parent or Guardian:** Record the student's parent, guardian, or someone to call during an emergency.
- Home Phone:** Record the phone number at the student's residence.
- Emergency Phone:** Record a phone to call during an emergency.